

**SUMMARY OF THE  
MEMBERSHIP AND OUTREACH COMMITTEE MEETING  
OCTOBER 24, 2002**

The Membership and Outreach Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Thursday, October 24, 2002, at 11 a.m. Eastern Daylight Time (EDT). Chairperson Ms. Sherry Clay of Texas Department of Health led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to address items of importance as identified in the committee's previously distributed agenda.*

**INTRODUCTION**

Ms. Clay opened the meeting with a review of the minutes from the previous teleconference on September 26, 2002. They were approved as amended.

**AGENDA ITEMS**

***American Laboratory News Article***

Ms. Clay stated that the article written for *American Laboratory* was submitted and the committee briefly discussed the request to receive a copy of the magazine.

**NELAC Chapter 1**

The committee noted that the glossary changes were received. Feedback for the glossary changes will be further discussed at the Eighth NELAC Interim Meeting (NELAC 8i).

**Quality System Requirements for Sterilizer Monitoring Program Article**

Ms. Clay led a discussion on the article about Biological Indicators submitted by Mr. Russ Nyberg and it was decided that Ms. Clay would send the article to the Quality Systems Committee.

**Volunteer Information**

In response to the many questions she receives from people interested in volunteering for NELAC, Ms. Clay posed a question about putting information on the internet about volunteer work. Mr. Michael Ciolek will obtain details about access to information on the web for volunteers.

## **Involvement with INELA**

The committee discussed the solicitation for membership for in the Institute for National Environmental Laboratory Accreditation (INELA). The discussion led to the points that INELA will be a separate entity with an independent website. The committee also discussed that INELA intends to take on the responsibilities of maintaining the NELAC standards; however, other organizations may submit ideas for the standards to NELAC.

## **Interaction with Other Committees**

Ms. Dianne Therry stated that she had a conference call with a committee where they discussed developing a list of reasons explaining why small organizations would benefit from joining NELAC.

Mr. Don Zahniser stated that he was solicited to be a member of the Nominating Committee and asked that the committee submit to him any nominees they may have for NELAC Board of Directors and NELAC Committee Chairs.

## **OTHER BUSINESS**

The committee briefly discussed what role the Membership and Outreach Committee will have between NELAC 8i and the Ninth NELAC Annual Meeting (NELAC 9).

Ms. Clay also asked for a review of the agenda items for NELAC 8i and any suggestions. The agenda for NELAC 8i was approved by the committee.

## **NEXT MEETING**

The committee decided to cancel the teleconference scheduled for November 14, 2002. The next meeting will be at NELAC 8i on Wednesday, November 20, 2002 at 1:30 p.m.

## **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 11:30 a.m.

**ACTION ITEMS  
MEMBERSHIP AND OUTREACH COMMITTEE MEETING  
OCTOBER 24, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Ms. Sherry Clay will send the Requirements for Sterilizer Monitoring Program article to the Quality Systems Committee	
2.	Mr. Michael Ciolek will get information on the access to web information for volunteers	

**PARTICIPANTS  
MEMBERSHIP AND OUTREACH COMMITTEE MEETING  
OCTOBER 24, 2002**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Sherry Clay, Chair	Texas Department of Health	T: (512)458-7318 F: (512)458-7294 E: sherry.clay@tdh.state.tx.us
Michael Ciolek	USEPA/OAQPS	T: (919)541-4921 F: (919)541-1039 E: ciolek.michael@epa.gov
Elaine Sorbet <i>Absent</i>	Louisiana Department of Environmental Quality	T: (225)765-2406 F: (225)765-2408 E: elaines@deq.state.la.us
Dianne Therry	Therry Affiliates, LLC	T: (610)347-1726 F: (610)347-1507 E: dianne.therry@erols.com
Don Zahniser	Eastman Kodak Co., Env. Analytical Services	T: (716)722-3331 F: (716)477-8468 E: don.zahniser@kodak.com
Emily Holton (Contractor Support)	RTI	T: (919)316-3312 F: (919)541-7386 E: eholton@rti.org